

Centre for Migration and Inclusive Development

Job Description

Job Title: Director - Programmes

Location: Ernakulam, Kerala

Department: Programme

Reports to: Executive Director

Supervises: Programme Staff

Duration: One Year (Renewable)

Level: Director

Category: Short Term Contract

About CMID

The Centre for Migration and Inclusive Development is an independent non-profit organisation that advocates for and promotes social inclusion of migrants in India. Established in 2016, CMID's priorities include designing, piloting and implementing programmes for mainstreaming as well as improving the quality of life of migrants. CMID's work also includes technical support in the formulation, refinement and implementation of strategies, policies and programmes that promote inclusive and sustainable development, working with diverse state and non-state actors.

Position Purpose

Kerala has emerged as one of the major destinations of inter-state migrant workers in India. An estimated four to six lakhs of migrant workers live in congested settings in Ernakulam district of Kerala. Most of these workers belong to socially and economically vulnerable populations such as Adivasis, dalits and religious minorities. In Ernakulam district, CMID operates two resource centres for migrant workers and three mobile medical units. CMID is also a partner of Government of Jharkhand in its Safe and Responsible Migration Initiative (SRMI). With Gram Vikas, CMID collaborates on a source-destination intervention from Odisha to Kerala. Some of the other partners of CMID includes Mangalore Refinery and Petrochemicals Limited, Wipro Foundation, Cochin Shipyard Limited, BPCL Kochi Refinery, Dasra, Azim Premji Philanthropic Initiatives etc.

The Director - Programmes heads the implementation arm of CMID. He/ She oversees the coordination and administration of all aspects of programming including planning, organising, staffing, leading, and controlling operations. The Director - Programmes will be responsible for the timely and effective delivery of all committed results and impacts of programmes that the organisation implement, including innovation pilots, projects and other interventions. The Director - Programmes shall be primarily responsible for the development, execution and monitoring of periodic work plans for each of the programmes in sync with the strategic plan of the organisation and the results committed to donor

agencies. He/she will be also responsible for preparation periodic reports to be submitted to the organisation and also as mandated by various donors. The Director - Programmes shall be responsible for the recruitment, induction, deployment, appraisal, mentoring as well as career management of all programme staff. He/she will be also responsible for the grant management of all programme related projects of the organisation. The Director - Programmes reports to the Executive Director of CMID.

Duties and Responsibilities

- Provide overall strategic leadership to CMID's development interventions and innovations.
- Plan, develop, implement and monitor innovative programmes in accordance with CMID's strategic framework.
- Develop and monitor operation plans for each intervention and ensure timely and effective delivery of the committed results ensuring process quality.
- Plan and execute the recruitment, induction, deployment, capacity building and performance management plan of human resources across various programme offices in consultation with the Executive Director and other key staff.
- Financial management of grants under the Programme Department, preparation and submission of utilisation reports and other mandated internal and external reports/documentation.
- Ensure compliance of organisational policies and regulations across programmes and field offices.
- Mobilise funds through developing proposals for the programmes and also to ensure the continuous delivery of services.
- Liaison with government departments, employers and business organisations, CSOs and other relevant stakeholders towards creating an ecosystem for effective programme delivery.
- Coordinate with the technical specialists and core office to evolve innovative programmes, platforms, establishing quality control mechanisms, organising events and documenting lessons learned from programme implementation.
- Facilitate programme evaluations and audits, visits of donor representatives and other guests of CMID.
- Identify and evaluate risks associated with programmes and evolve and implement risk mitigation strategies in consultation with the core office.
- Manage the internship and volunteering programme and assign mentors and coordinate with parent institutions and the Human Resource Department.
- Provide technical support to government and other key stakeholders in promoting migrant inclusive programmes.
- Represent the organisation at relevant meetings, functions and other events
- Undertake other activities as directed by the supervisor.

Qualification and Experience

The candidate should be a post graduate in Social Work or other relevant disciplines with at least 15 years of experience in the development sector. He/she should have experience in working with the government, private sector and CSOs. He/she should have a high level of proficiency in English, Hindi and Malayalam languages. Ability to communicate in Tamil/Bengali and experience of working outside Kerala will be an added advantage. The incumbent should be highly proficient in latest office automation software and internet based communication. The compensation would commensurate with qualification, experience

and proficiency and the Cost to the Company would be up to a maximum of ₹720000 per annum. CMID is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.

Skill Set

- Strong leadership and people management skills
- Excellent decision making skills
- Good interpersonal communication abilities
- Proficient in project planning and implementation
- Well-versed in latest office automation software
- Good presentation skills
- Good proficiency in English, Hindi and Malayalam
- Good team player
- Willingness to travel

To Apply

Send your CV to jobs@cmid.org.in with a subject line 'Application: Director - Programmes'. Only shortlisted applicants will be contacted. Applications will be accepted till 5.30pm IST on March 23, 2022.